

Volume No. 3—Automated Systems Application	<b>TOPIC NO.</b>	<b>70710</b>
Function No. 70700— Financial Information Downloading System	<b>TOPIC</b>	<b>FINDS: CIPPS SYSTEM OVERVIEW</b>
	<b>DATE</b>	October 2004

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## Overview

### Introduction

CIPPS-FINDS is an application within FINDS (Financial Information Downloading System) that enables agencies to download CIPPS data for viewing, printing, and/or file transfer directly to an agency PC immediately following each night's payrun. CIPPS-FINDS extracts data from CIPPS masterfiles and certain CIPPS reports:

<b>CIPPS Masterfile Data Groups</b>	<b>CIPPS Report Data Groups</b>
Employee Data	Report 10
State Tax Data	Report U033
Special Pay Data	Report U060
Distribution (Programmatic) Data	
Deduction Data	

CIPPS-FINDS extracts data from CIPPS based on criteria established by users. User specified download criteria are structured in the form of "requests" for data, which represent a certain configuration of keys and selected data fields. Following execution, requests accumulate specified data into datasets, which must be given unique names by users to facilitate subsequent viewing, printing, and/or file transfer. The process of creating datasets is collectively referred throughout these topics as downloading. Actual file transfer, if needed, occurs outside of CIPPS-FINDS.

After the data is downloaded, agencies must use their own software to organize the data into usable formats for use in PC-based (downloaded records can be converted from EBCDIC to ASCII format for during file transfer for PC usage) and/or other agency-based systems. The Payroll Auditing Tool (PAT) can also be used to facilitate many important payroll functions using data downloaded with CIPPS-FINDS. Refer to CAPP Topic 70735, *Payroll Audit Tool*.

### Masterfile and Report Download Requests Contrasted

To build CIPPS Report Data Group download requests, users specify which data (data field selection) will be downloaded from which available report(s) (report selection). The selected data fields (Employee Name, SSN, etc.) come directly from the specified report. Report and data field selections must be entered each time the download is executed. Report requests cannot be saved as templates and re-executed following nightly data refreshing.

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## Overview, Continued

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To build CIPPS Masterfile Data Group download requests, users specify which data (data field selection) will be downloaded from which subset of masterfile information (extraction criteria). The selected data fields come from the subset of masterfile information delineated in the extraction criteria. Since masterfile download requests can involve entering a lot of data, they can be saved as templates and re-executed following nightly data refreshing.

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### Prior to Getting Started

CIPPS-FINDS is accessed through the Virginia Information Technologies Agency (VITA) mainframe under the Time Sharing Option (TSO). Users are assigned temporary work spaces on the VITA mainframe called "work packs" to store saved files (datasets). VITA deletes all files on the work packs each day at 6:00 a.m. and 6:00 p.m. Therefore, agencies must create download specifications, execute the download, and view, print, and/or transfer and save the downloaded data to their PC all on the same business day.

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### PC Hardware Configuration Requirements

Using CIPPS-FINDS requires a PC configured with a communications board and software that allows:

- IBM 3270 Terminal Emulation.
  - Communication to the VITA IBM mainframe – may be a dedicated, leased telephone line running directly to the VITA IBM mainframe or a synchronous dial-up connection to the VITA IBM mainframe.
  - Although not required to view or print downloaded data, file transfer requires software supporting the IBM PC File Transfer utility ("IND\$FILE Utility") or FTP.
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### PC Software

FINDS can be used with most spreadsheet and database management software programs resident on PCs or mini-computers. Several software packages currently in use to process the data on the PC are: Computer Associates – Supercalc, Ashton-Tate – dBASE IV, Microsoft – FoxPro and Excel, Lotus 1-2-3, and Oracle.

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## Security

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**Introduction** To access CIPPS-FINDS for the first time, send a written request to dba@doa.virginia.gov asking for your agency to be added to the list of FINDS users. Users must have a valid TSO user ID. A FINDS 3.0 Security Request Form must also be completed and security access to FINDS granted prior to a new user accessing the system.

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**TSO USERID** To obtain a TSO user ID, your agency ACF2 (Access Control Facility – 2) Officer must complete a LogonID Request Form - IBM Technology to the Computer Security Officer, Virginia Information Technologies Agency, Plaza Building, Richmond, VA 23219. VITA designates one or more ACF2 officers for each agency. Contact the VITA Computer Security Officer at (804) 344-5822 if you do not know who the ACF2 Officer is for your agency, or see your local Systems Administrator.

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**FINDS Security Request Form** After the TSO user ID is assigned, a FINDS user ID must be established. Complete the DOA form DBAF001, FINDS 3.0 Security Request Form, available on DOA's web site at [http://www.doa.virginia.gov/procedures/InformationSystems/FINDS\\_3\\_Security\\_Request\\_Form.pdf](http://www.doa.virginia.gov/procedures/InformationSystems/FINDS_3_Security_Request_Form.pdf) and submit the completed form to the DOA Database Administration Manager, P.O. Box 1971, Richmond, VA 23215-1971. The applicable agency security officer(s) must sign the form to authorize processing. In some instances the CARS, CIPPS, and ACF2 security officer will not be the same person and you will need multiple signatures. Key information provided on the form follows:

Form Field	Enter...
User name	Your full name
User (Control) Agency	Your agency code
Userid	Your TSO/ACF2 user ID
User type	2 – CIPPS-FINDS access only. 6 – Access to both CIPPS and CARS-FINDS.
CARS Access Agency	All agency codes user is authorized to access in CARS-FINDS.
CIPPS Access Agency	All agency codes user is authorized to access in CIPPS-FINDS.

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## Security, Continued

### FINDS Security Request Form, continued

Form Field	Enter...
Request Authority	1 – to be able to update any request created by any user in your agency – limit to one or two staff members. 2 – to update only the requests created by the user.
CIPPS Access Selections	1 – to access any of the CIPPS-FINDS options Masterfile Data Groups and Reports. 2 – to deny access.
CIPPS Refresh	1 – to be able to maintain the Refresh Option Screen, which determines the frequency of CIPPS-FINDS data updates – limit to one or two staff members. 2 – to deny access
1099 Reporting	1 – to allow access to the 1099 Reporting module. 2 – to deny access.

## Refreshing Data

### Refreshing Masterfile and Reports Data

Refreshing is performed to update the data available for download with more current CIPPS production masterfile and report data. Only users with security access can access the Refresh Options Screen. The refresh options screen is displayed by selecting Function 7: Refresh Options from the CIPPS-FINDS Main Menu.

The screenshot shows a terminal window titled "Sna - EXTRA! Personal Client". The main menu is "CIPPS DOWNLOADING REFRESH OPTIONS". The screen displays the following options:

```

ENTER FUNCTION _ (5=MAIN MENU,3=UPDATE AGENCY OPTIONS)

AGENCY: 132
REPORT 10
  x REFRESH EVERY ITERATION
  CIPPS EMPLOYEE DATA
    REFRESH TONIGHT ONLY
    x REFRESH EVERY NIGHT

REPORT U033
  x REFRESH EVERY ITERATION
  CIPPS DEDUCTION DATA
    REFRESH TONIGHT ONLY
    x REFRESH EVERY NIGHT

REPORT U060
  x REFRESH EVERY ITERATION
  CIPPS SPECIAL PAY DATA
    REFRESH TONIGHT ONLY
    x REFRESH EVERY NIGHT

CIPPS STATE TAX
  REFRESH TONIGHT ONLY
  x REFRESH EVERY NIGHT
  CIPPS DISTRIBUTION DATA
    REFRESH TONIGHT ONLY
    x REFRESH EVERY NIGHT
  
```

The status bar at the bottom shows "16/43" and "2:44 PM".

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## Refreshing Data, Continued

**REPORT DATA GROUPS** Select the reports refresh option by entering *X* in the Refresh Every Iteration field of the applicable report; press Enter. To unselect the option, press the spacebar while the cursor is in the report's field.

Option	Update available data...
Refresh Every Iteration	Each time the report is generated.
Unselected	Do not update.

**MASTERFILE DATA GROUPS** Select the masterfile data refresh option by entering *X* in the applicable field. Selecting Refresh Tonight Only will be unselected on the following day.

Option	Update available data ...
Refresh Every Night	Following each night's CIPPS payrun.
Refresh Tonight Only	Following tonight's CIPPS payrun only.

## System Navigation

**Navigation** CIPPS-FINDS keyboard commands operate similar to CARS-FINDS. Each screen is a menu consisting of data entry fields. Users enter the fields needed and then execute the proper function. CIPPS-FINDS system messages display at the bottom, left corner of the screen. After each user action, see if a message displays prompting you to perform additional actions.

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## System Navigation, Continued

<b>Process</b>	<b>Description</b>
Moving between fields	Press Tab or its equivalent to switch sequentially between fields (top of screen to bottom, left to right) to enter data in order. Press Shift-Tab or its equivalent to move between the fields in reverse order. Press the arrow keys to move the cursor anywhere on the screen. Remember, keyboard input is only accepted in the prescribed fields.
Selecting fields	Fields appearing in a list that have " _ " beside them are meant to be either turned on (selected) or off (unselected). Turn them on by moving to the " _ " with Tab or the arrow keys and typing <b>x</b> or <b>X</b> . Turn them off by moving to the selected field and pressing [Space].
Filling in or erasing fields	For some fields, such as the Dataset Name field, enter a text string. For others, like Employee-Number, enter a number exactly as long as the field. While the cursor is in the field, erase the entire field by pressing the End key or its equivalent.
Filling in Ranges	Enter a range of numbers on a " ____ - ____ " field with the lower bound on the left space, before the hyphen, and the upper bound on the right space, after the hyphen. The acceptable number of digits is indicated by the length of the underline in the field.
Functions	The one character Function field appears near the top of every screen along with a list of functions applicable to the screen. Move the cursor to the Function field with Tab or the arrow keys, or by pressing the Home key from anywhere on the screen. Enter the function number and the field information requests, then press Enter. Following entry of the field information you may also press the literal function (PF) key corresponding to the selected Function to execute the function from anywhere on the screen; pressing Enter is not required in this case.
Illegal values	Note that data you enter into fields are not processed until a related function is executed. Therefore, illegal values for fields or absent required fields are not verified until a function is executed. For example, you can type M (instead of an X) to select a field, but it will be rejected when you execute a function.

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## Screen Messages

### Messages

The messages in the following tables may appear at the bottom of CIPPS-FINDS screens. If the circumstances described in the message apply, the message displays until the screen changes or until another message displays.

Messages	Definition
{some field} not numeric	Non numeric characters (a,b,c,!,@,#,etc.) entered into a field intended as only numeric. This message also appears when fewer digits than required are entered.
Agency must not be blank	Before entering the Refresh Options Screen, you must enter an agency code in the Agency field on the Main Menu.
Agency(s) not allowed by security rights	The agency entered in a required agency field is not in the user security record. If this appears in response to a range of agencies entered in a Masterfile Data Group, it will be followed by a list of all the agencies in the range for which access is denied.
Allocate failed with Return Code of...- Call DOA DBA Support Personnel to resolve	An invalid Dataset Name was entered, which the program cannot resolve. Exit FINDS <i>and TSO or change data set name</i> and retry. If subsequent attempts fail, contact DOA DBA support staff.
Attempting to add record that already exists	The request code used to attempt to save a request already exists. To change a request, first view the request and make the changes. Then save it without changing the request code. To make a new request, enter <i>new</i> in the request code field and save it.
Dataset Name contains invalid characters	The Dataset Name entered does not conform to the naming conventions. Possible problems are: <ul style="list-style-type: none"> <li>• The use of special characters (!@#\$%^&amp;*, etc.)</li> <li>• A word longer than 8 characters (a word being part of a dataset name separated by periods)</li> <li>• A dataset name of more than 42 characters total</li> <li>• A period at the end of the dataset name</li> <li>• A word begins with anything but a letter</li> </ul>
Execution cancelled by not making selection	User terminated the process at the Dataset Information Screen.

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## Screen Messages, Continued

### Messages, continued

Messages	Definition
File at End	There are no more requests available for the selected report or Data Group. The <b>Next Request</b> function is invalid.
Invalid Function	The Function entered has no meaning on the current screen. Check to make sure that the function entered is correct and valid before pressing [Enter]. When pressing [Enter] to execute <b>Function 6: Next Screen</b> , ensure the function field is empty.
Invalid PF Key	PF key not supported on the current screen. The PF keys correspond to the numbered functions appearing on the screen; ensure there is an available function for the PF key pressed. Ensure no value is entered in the function field.
Invalid Selection Code/ Invalid Select Code/ Invalid Character	Selecting a field with something other than an <i>x</i> or an <i>X</i> is not supported.
May not save another user's request record	Attempt to change another user's requests or save a request using someone else's UserID is not supported. User request status supports changes and saves only to the user's own requests. Ensure the current user's UserID is used in the UserID field on the request screen.
May not delete another user's request record	Attempt to change another user's requests or save a request using someone else's UserID is not supported. User request status supports changes and saves only to the user's own requests. Ensure the current user's UserID is used in the UserID field on the request screen.
Must select at least one	No fields have been selected on a data field selection screen. There is no reason to extract a report with no data in it. Move to the desired field or fields, enter an <i>x</i> , or return to the menu or previous screen.
No records met selection criteria	No records fit the series of criteria indicated in a Masterfile Data Group. Check the extraction criteria again and ensure the data has been refreshed.
No records on file for selected report	None of the reports selected are available for the indicated agency. Select a new report or a new agency.
No records were selected from Download Database	The extraction process was aborted at the Record Length Screen by entering <i>n</i> , function 7, or function 5. This simply affirms that no records were written.

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## Screen Messages, Continued

### Messages, continued

<b>Error Messages</b>	<b>Definition</b>
Not authorized for Refresh Option	UserID not cleared to execute <b>Function 7: Refresh Options</b> from the Main Menu. Only DOA DBA can put this option in your security record.
Select a Report	On a report selection screen, attempt to move to the next screen without choosing a report to extract is not supported. Move to the desired report and enter an <b>x</b> .
Select only one Report	On a report selection screen, user has entered an <b>x</b> next to more than one report for an option that only extracts one report at a time. Only one report at a time can be selected.
Unauthorized Agency Selection-Please Correct	User either neglected to enter an agency code in a required agency field, the agency code entered is invalid, or the agency is not in the user's security record.
You may select only one option per type	On the refresh options screen, selecting both "Refresh tonight only" and "Refresh every night" for a Masterfile Data Group is not supported. Select only one.
You must enter an agency code	Attempting to access the Refresh Options Menu without first entering an agency in the Main Menu's Agency field is not allowed. Enter the code for the agency whose refresh options must be viewed or updated.
You must select an agency code for extraction	In the CIPPS Masterfile Data Group processes, an agency code or range of agency codes in the Company-Number field on Extraction Criteria Screen has not been specified. This is required.

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## CIPPS-FINDS Field Names

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**Introduction** While CIPPS-FINDS field names generally conform to CIPPS screen and report field names, there are some variations.

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**Download Field Names** CIPPS-FINDS Download Field names appear as the column header name of the downloaded data to facilitate data identification. Due to field length limitations, CIPPS-FINDS Download Field names do not match the CIPPS field name or the Data Field name as it appears on the CIPPS-FINDS Data Selection and Extraction screens.

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**Data Field Names** Data Field names appear on the CIPPS-FINDS Data Field Selection screens. In some cases, CIPPS-FINDS combines several CIPPS field names together on the screen displays. If selected, all fields included in combined fields are downloaded.

Data Fields are also offered as selection options on the applicable Data Extraction Field screens. Certain data fields (designated as “KEY”) are included in all downloads executed for the respective CIPPS Masterfile and/or Report Data Group.

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## Contacts

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**DOA Contact** Manager, State Payroll Operations  
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E-mail: [Payroll @doa.virginia.gov](mailto:Payroll@doa.virginia.gov)

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